

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

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Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date

June 6, 2013

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **BIOLOGIST MARINE, PLANNING & ENVIRONMENTAL MARINE RESOURCES, MARATHON** IS NOW OPEN AT PAY GRADE 9 SALARY, \$41,678.24 - \$60,433.90 /40 HPW.
(DEPENDING ON QUALIFICATIONS)

- VETERANS PREFERENCE AVAILABLE: ☒ YES ☐ NO
- SAFETY SENSITIVE POSITION: ☐ YES ☒ NO
- GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) ☐ YES ☒ NO

THIS POSITION:

- ☒ IS A CAREER SERVICE STATUS POSITION
☐ IS NOT A CAREER SERVICE STATUS POSITION

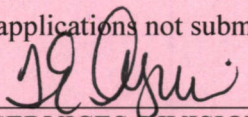
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
GMMR001

MONROE COUNTY

JOB DESCRIPTION

Position Title: BIOLOGIST-MARINE

Date: 4/3/2013

Position Level: 9

FLSA Status: Non Exempt

Class Code: 9- 6

GENERAL DESCRIPTION

Primary function is to oversee boating and waterway infrastructure, including maintenance of the County Aids to Navigation System and coordination of derelict vessel removals. Small boat handling/operation and local knowledge of Keys waters is integral to the position.

KEY RESPONSIBILITIES

1. *Provide for the planning and permitting of regulatory zones and channel markers as needed.
2. *Coordinate the development of Scopes of Work for specific projects/jobs (e.g. channel marker installations and derelict vessel removals) and hiring of contractors to perform those jobs.
3. Apply for and administer grants as needed to assist in funding marine projects.
4. *Manage and update spreadsheets and/or databases for marine projects/inventories (e.g. channel markers, marine facilities).
5. *Perform on-water site visits and surveys (e.g. site inspections, channel marker surveys, environmental evaluations).
6. Coordinate efforts of the Marine and Port Advisory Committee (e.g. prepare agendas, minutes and legal notices).
7. Conduct special projects as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: BIOLOGIST- Marine	Class Code: 9-22	Position Level: 9
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KEY JOB REQUIREMENTS

Education:	Bachelor's Degree required. Major(s) required: Physical Science (or similar) such as Biology, Ecology, Environmental Science, and Resources Management.
Experience:	2 to 3 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
Working Conditions/ Physical Effort:	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
On Call Requirements:	None.
Other:	Valid Fla. Driver's license. Captain's License is preferred.

APPROVALS

Department Head:		
Name: <u>Townley Schmitt</u>	Signature: <u>Townley Schmitt</u>	Date: <u>5.13.13</u>
Division Director:		
Name: _____	Signature: <u>CHM</u>	Date: <u>5.16.13</u>
County Administrator:		
Name: _____	Signature: <u>PSF</u>	Date: <u>5/23/13</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____